

Citibank CB004 form instruction “CITIBANK Government Travel Card (Individually Billed Account) Setup Form”

(Also read the instructions on page 2 of the form)

Note: CB004 is only to be used to establish accounts that are NOT to go through the credit worthiness credit check process

The form can be obtained on the PSC website or from the Citibank website:

PSC website: <http://www.uscg.mil/HQ/psc/govttravelcard/>

Select from the left hand menu “Government Travel Charge Card Program”
Select from the “Forms and Instructions” section “Citibank Forms”
Select CB006 “Government Agency/Organization Program Coordinator Setup/Maintenance” form

Citibank website: <http://www.citimanager.com>.

On the left hand menu mouse over “U. S. Federal Government Services”
Select from the drop down menu “Reference”
Select from the “Appendices to A/OPC Guides” “Program Forms”
Select CB006 “Government Agency/Organization Program Coordinator Setup/Maintenance Form”

INSTRUCTIONS FOR COMPLETING CB004 FORM

Section II – enter the hierarchy number. The hierarchy number is 20071-20002 – MLC 5-digit hierarchy number - local 5-digit hierarchy number.

Section III – put an “X” after “Government Standard”. Quasi-Generic or Generic shall only be checked when specifically directed.

Section IV - The member shall complete the entire section, legibility printed. **On line 14 “Discretionary Code 3, the member must enter their Coast Guard Employee ID number.”**

Section V

Line 15 - Dollars per Cycle Limit – this is the authorized credit limit. The Coast Guard standard is \$2,500. If an amount greater than \$2,500 is entered a Command justification must be included. The justification is for internal Coast Guard record only and must be filed with the application in the member’s personnel file.

Line 16 – leave blank at all times.

Line 17 – “ATM Access”, check applicable “Yes” or “No” and in “Cycle” enter a percent but not greater than 30. The maximum percent authorized under Coast Guard regulation is 30% with no exceptions.

Section VI – Ensure the member has completed the online training, has read and understands COMDT INST 4600.14 (series) and has completed the “Government Travel Charge Card (GTCC) Program Recommendation/Acceptance Statement”. When these have all been completed have the member sign and date the application.

Section VII - The current designated primary or alternate coordinator for the hierarchy identified in Section II must complete all four lines without exception. Instructions for faxing and/or mailing the completed form are contained in Section I line 3.